



## REQUEST FOR APPLICANT NAME CHECK BY THE FEDERAL BUREAU OF INVESTIGATION (FBI)

This form is to be used by the **submitting applicant agency** to request an FBI name check after an applicant has had two transactions rejected due to poor fingerprint quality. Both rejections must be for the same applicant type and title. An FBI name check request must be received by the Department of Justice (DOJ) within 75 calendar days of the second rejection notice or the applicant will need to be reprinted. This time frame allows the DOJ to process the request and forward it to the FBI within the required 90 days. **Please note: The FBI deletes all fingerprint records after 90 days.**

### CONTRIBUTING AGENCY INFORMATION

Agency Name \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP Code \_\_\_\_\_

Requestor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### APPLICANT INFORMATION (Must be the same information as entered on both rejected transactions)

Name: \_\_\_\_\_

Maiden Name/Alias: \_\_\_\_\_

ATI Number: \_\_\_\_\_ OATI Number: \_\_\_\_\_

Submit completed request to:

Department of Justice  
Bureau of Criminal Information & Analysis (BCIA)  
FBI Response Unit  
P.O. Box 160207  
Sacramento, CA 95816-0207

Fax: (916) 731-2173 E-Mail: [FBIResponseUnit@doj.ca.gov](mailto:FBIResponseUnit@doj.ca.gov)

### FBI NAME CHECK REPLY

(For DOJ Use Only)

- Our files reflect only one transaction was rejected by the FBI. The applicant must be reprinted.
- The name check request was not received by the DOJ within 75 days of the second FBI rejection. The applicant must be reprinted.
- One or more of the FBI rejections were due to data, not fingerprint quality. The applicant must be reprinted.
- The transactions rejected by the FBI are for different applicant types and titles. The applicant must be reprinted.
- Other \_\_\_\_\_